

**TRANSITION ASSISTANCE PROGRAM  
THREE DAY SEMINAR  
AGENDA**

**DAY 1**

**TUESDAY**

|             |   |
|-------------|---|
| 0800 – 0900 | <b>FAMILY SUPPORT CENTER</b><br>Welcome/Class policies/Motivation talk  |
| 0900 – 0910 | BREAK   |
| 0910 – 1000 | <b>DEPARTMENT OF WORKFORCE SERVICE</b><br>Introduction to TAP/SELF-ASSESSMENTS<br>Determining your employment goals, developing<br>your skills, job searching |
| 1000 – 1010 | BREAK   |
| 1010 – 1100 | <b>DEPARTMENT OF WORKFORCE SERVICE</b><br>Self – Assessments continued  |
| 1100 – 1110 | BREAK   |
| 1110 – 1200 | <b>DEPARTMENT OF WORKFORCE SERVICE</b><br>Resume Writing  |
| 1200 – 1300 | LUNCH   |
| 1300 – 1400 | <b>DEPARTMENT OF WORKFORCE SERVICE</b><br>Resume Writing continued  |
| 1400 – 1410 | BREAK   |
| 1410 – 1500 | <b>DEPARTMENT OF WORKFORCE SERVICE</b><br>Resume Writing  |
| 1500 – 1510 | BREAK   |
| 1510 – 1600 | <b>DEPARTMENT OF WORKFORCE SERVICE</b><br>Resume Writing/Cover Letters  |

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**Day 2**

WEDNESDAY

|             |   |
|-------------|---|
| 0800 – 0900 | <b>HILL AIR FORCE CIVILIAN PERSONNEL OFFICE</b><br>Federal Employment Opportunities |
| 0900 – 0910 | BREAK   |
| 0910 – 1000 | <b>DEPARTMENT OF WORKFORCE SERVICE</b><br>Interviewing Techniques                   |
| 1000 – 1015 | BREAK   |
| 1015 – 1100 | <b>DEPARTMENT OF WORKFORCE SERVICE</b><br>Interviewing Techniques                   |
| 1100 – 1110 | BREAK   |
| 1110 – 1200 | <b>DEPARTMENT OF WORKFORCE SERVICE</b><br>Interviewing Techniques continued         |
| 1200 – 1300 | LUNCH   |
| 1300 – 1400 | <b>FINANCIAL PLANNING</b>   |
| 1400 – 1410 | BREAK   |
| 1410 – 1500 | <b>EMPLOYER PRESENTATIONS</b>   |
| 1500 – 1510 | BREAK   |
| 1510 – 1600 | <b>HIRE VETERANS FIRST PRESENTATION</b>   |

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**DAY 3**

**THURSDAY**

|             |   |
|-------------|---|
| 0800 – 0900 | <b>VETERANS REGIONAL OFFICE (VA)</b><br>Entitlements & Benefits |
| 0900 – 0910 | BREAK   |
| 0910 – 1000 | <b>VETERANS REGIONAL OFFICE (VA)</b>                            |
| 1000 – 1010 | BREAK   |
| 1010 – 1100 | <b>DAV REPRESENTATIVE</b><br>VA Disability                      |
| 1100 – 1110 | BREAK   |
| 1110 – 1130 | <b>THE VET CENTER</b>   |
| 1130 – 1200 | <b>SMALL BUSINESS ADMINISTRATION (SBA)</b>                      |
| 1200 – 1300 | LUNCH   |
| 1300 – 1330 | <b>WEBER STATE UNIVERSITY</b>                                   |
| 1330 – 1400 | <b>DAVIS APPLIED TECHNOLOGY COLLEGE</b>                         |
| 1400 – 1410 | BREAK   |
| 1410 – 1430 | <b>TRICARE / INDIVIDUAL INTERVIEWING</b>                        |
| 1430 – 1500 | <b>INDIVIDUAL INTERVIEWING</b>                                  |
| 1500 – 1510 | BREAK   |
| 1510 – 1545 | <b>INDIVIDUAL INTERVIEWING</b>                                  |
| 2545 – 1600 | <b>CRITIQUES / CLOSING COMMENTS</b>                             |

